

89 DEC 1982

CLASS
83-007

MEMORANDUM FOR: Director of Central Intelligence

VIA: Deputy Director of Central Intelligence
Executive Director

FROM: Harry E. Fitzwater
Deputy Director for Administration

SUBJECT: Directorate of Administration Focus in 1983

In response to your directions, this paper identifies those problem areas (liabilities) in which the Directorate of Administration is vulnerable in meeting its responsibilities or has a shortfall of resources to be responsive to requirements from the other Directorates. It also sets forth those initiatives we plan to take to be more responsive and to increase our productivity and effectiveness.

A. Vulnerabilities and/or shortfalls:

1. The ADP "explosion" will continue to cause sizable expansion and reliance on the Agency's information handling systems. Coupled with this is the need to enhance and/or modernize our administrative systems and achieve interoperability wherever practical. We foresee a shortfall of resources, both personnel and dollars, to meet these demands. Further, as information systems expand, the associated security problems increase with the potential for the opposition to access or technically penetrate our systems.

2. We foresee difficulty in adequately providing facilities, training, and logistical and administrative support to a rapidly expanding and more aggressive Agency over the next three to five years. We are at risk in being able to suitably house and train our people without additional facilities. Improvement in our responsiveness is dependent upon:

- (a) our ability to recruit necessary and qualified personnel,
- (b) improving our administrative information systems, and
- (c) investment and capital investment in our communications and logistical system.

F. Ongoing and proposed initiatives to minimize shortfalls and improve effectiveness:

1. Establish an Early Capability for SAFE and ensure that full system development and operation is obtained by 1985 or 1986.

2. Develop a new Logistics Integrated Management System (LIMS) and an automated Payroll System (ASIS).

3. Enhance existing ADP systems and increase their interoperability with each other and new administrative systems.

4. Establish a comprehensive and reliable computer and information handling security program. This will include an enhanced personnel security awareness program, better physical security, development of appropriate hardware and technical means to eliminate unauthorized access, and development of suitable software and audit techniques to identify attempted penetration of our information handling systems.

5. Pursue a program to design and construct a new building at Headquarters and acquire, as necessary, leased space until the new building is completed.

6. Continue initiatives to improve the working environment and personnel morale by:

- (a) the Agency taking responsibility from GSA for operation and maintenance of buildings,
- (b) placing the operation of the cafeteria up for bid,
- (c) colocating branches of components that are currently scattered throughout the Headquarters building, and
- (d) working with managers to obtain better utilization of space through office landscaping and better office organization.

7. Accomplish the necessary planning and programming for resources to upgrade Agency facilities and utility systems to ensure suitable space for operation and training and an appropriate environment for sensitive equipment such as computers and communications.

8. Continue with the ongoing initiative for recapitalization of our communications and logistical material handling systems.

9. Augment our training capabilities in the areas of analytical, operational, paramilitary, management, and language training.

10. Pursue a program of awareness with all our Directorate of Administration managers on the desirability and need to be responsive, cost-effective, and efficient in our support to other elements of the Agency.

11. Pursue a program for better security awareness by Agency personnel. This program must be directed toward improved discipline which in turn improves security.

12. Develop coordinated disaster and emergency planning to support the Agency's operations during crisis situations.

(29 Dec 82)

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OFFICE OF INFORMATION SERVICES

Progress on Certain Action Items Not
Presented for Formal Discussion

Information Resources Management Division

During the quarter IRMD moved closer to achieving a full-service Information Services Center in the Ames Building. Now that full registry support is being provided to the Office of Research and Development, all Ames Building components are receiving ISC services. Installation of a supplemental air conditioning system also was completed during the quarter. It not only provides cooling for our Wang Alliance system but also will cool the laser printers that are to be installed when renovations to the ISC facility are completed.

The National Archives and Records Administration has approved one of the new Agency records control schedules. This schedule contains the "common items" that also are included in each of the Agency component schedules. Implementation can only proceed after NARA begins to approve the component schedules, a notice concerning our records schedule revisions is published in the Federal Register, and after review by the Senate Select Committee on Intelligence.

Work has begun to update the Agency's National Security Classification Guide. Directorate RMOs have been tasked with identifying a focal point in each major component to provide comment and coordination on the forthcoming revisions. Memorandums also have been sent to Agency offices requesting assistance in the project.

The goal to update the vital records schedules of the DS&T and DCI area is being pursued with the principal records management officers. During the quarter, IRMD provided guidance on the substance of the schedules as well as the procedures for updating them. A tasking memorandum was sent to the DDS&T to further promote the effort within that directorate. The DS&T Records Management Officer believes that his vital records schedule updating can be completed by the end of the year.

Progress in completing ADP records schedules in the DA has been limited. IRMD met during the quarter with DA component records management officers to explain procedures, to provide samples to use as guides, and to offer direct assistance as necessary. A memorandum to the DA Office Directors has been prepared for the DDA's signature reminding them of the need to complete the schedules. The memorandum will be forwarded to the DDA early in the third quarter.

The objective to conduct four information management audits and train two additional employees in audit techniques is on target. IRMD auditors have completed two audits (OIS and ORD) and are about to begin a third (OSWR). A fourth audit will be completed by the end of the fiscal year. One additional officer has been trained in audit techniques and a second is scheduled for training by year's end.

Regulatory Policy Division

Further progress was achieved this quarter toward revising all the Headquarters and field regulations issued in 1980 and before. Sixteen proposed revisions to the regulations issued before 1980 were received and two have been published, bringing the total to 87 out of the original group of 148. Moreover, five revisions to the regulations issued in 1980 were received and seven revisions already in process were published for a total of 62 out of the original group of 83. In addition, revisions to five of the nine regulations dated 1981 were received this quarter by RPD for processing.

Automation of the regulatory process also is progressing. Communications links for sending and receiving initial and edited regulatory proposals have been established with the Offices of Personnel, Finance, Security, and Communications, and also with the Office of General Counsel and the Directorate of Science and Technology. Diskettes are being exchanged with the Office of Logistics. Continued progress to a great extent will depend on the ability of the components to train more of their employees to use the new automated procedures. The capability to communicate electrically with the Printing and Photography Division continues to undergo technical refinements. An additional enhancement to RPD's capabilities will occur when the division goes on the Wang Alliance System in June 1985.

Classification Review Division

CRD is working with the principal components in planning an Agency historical review program and has contributed significantly to a report to the Congress being prepared by Chief, History Staff, on the feasibility of such a program. An objection expressed by the Directorate of Operations to CRD having access to its records is a potentially troublesome matter to be resolved, and meetings to resolve this issue are under way.

As an initial test of the centralized review for declassification concept, CRD has begun handling mandatory classification review requests. By providing first review of the material before sending it through the Information and Privacy Division to the cognizant Agency components, considerable savings of time and effort can be expected. Approximately 230 such requests are received each year.

OFFICE: Office of Information Services
 OBJECTIVE STATEMENT: Institute an Effective Career Development Program
 RESPONSIBLE OFFICER:
 SIGNIFICANT FUNDING AMOUNT: \$ FY 85
 DATE SUBMITTED: 12 October 1984

0 = Submitted
 X = Actual

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Activities Planned	Quarter 1			Quarter 2			Quarter 3			Quarter 4			
	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	
Develop employee skills and professionalism through internal and external training			X		X				0			0	
Develop and implement certification of MI sub-group careerists prior to assignment as Information Management Officers												0	

OFFICE: Office of Information Services
 OBJECTIVE STATEMENT: Provide for the effective management of the Agency's Information Resources
 RESPONSIBLE OFFICER:
 SIGNIFICANT FUNDING AMOUNT: \$ FY 85
 DATE SUBMITTED: 12 October 1984

0 = Submitted
 X = Actual

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Activities Planned	Quarter 1			Quarter 2			Quarter 3			Quarter 4			
	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	
Establish full-service ISC in Ames Building; refine requirements for ISCs in new Hqs building												0	
Bring TRIS to initial operating capability and begin training users												0	
Complete search for unaccounted for TS documents in the DI and DO												0	
Initiate disposition of records in accordance with updated records control schedules												0	
Train two employees in archival techniques and implement program at AARC									0				

OFFICE: Office of Information Services

OBJECTIVE STATEMENT: Provide for the effective management of the Agency's Information Resources

RESPONSIBLE OFFICER: _____

SIGNIFICANT FUNDING AMOUNT: \$ _____ FY 85

DATE SUBMITTED: 12 October 1984

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Activities Planned	Quarter 1			Quarter 2			Quarter 3			Quarter 4			
	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	
Update the Agency's National Security Classification Guide												0	
Update the vital records schedules of the DS&T and DCI area												0	
Complete the disposition schedules of ADP records in the DA												0	
Conduct four Information Management audits and train two additional employees in audit techniques												0	
Analyze a sampling of permanent records at the AARC to determine their physical condition									0				

OFFICE: Office of Information Services
 OBJECTIVE STATEMENT: Provide timely, consistent responses to requests for release of Agency Information
 RESPONSIBLE OFFICER:
 SIGNIFICANT FUNDING AMOUNT: \$ FY 85
 DATE SUBMITTED: 12 October 1984

0 = Submitted
 X = Actual

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Activities Planned	Quarter 1			Quarter 2			Quarter 3			Quarter 4			
	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	
Reduce the current case backlog			X			X			0			0	
Develop Agency-wide FOIA action plan, monitor performance, and report to Congress							X						
Streamline the workflow of IPD						X							

OFFICE: Office of Information Services

OBJECTIVE STATEMENT: Manage the Regulatory System in accordance with Statutes, Executive Orders, and Agency Policy

RESPONSIBLE OFFICER: [REDACTED]

SIGNIFICANT FUNDING AMOUNT: \$ [REDACTED] FY 85

DATE SUBMITTED: 12 October 1984

0 = Submitted
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Activities Planned	Quarter 1			Quarter 2			Quarter 3			Quarter 4			
	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	
Complete revision of all Hqs and field regulations issued in 1980 and before												0	
Maintain regulatory system so no Hqs or field regulation is older than three years												0	
Continue to automate the regulatory process; train personnel on the Wang Alliance			0		0				0			0	
Continue to reconcile numbering sequence of Notices and Handbooks to the regulations			0		0				0			0	

OFFICE: Office of Information Services
 OBJECTIVE STATEMENT: Manage an Effective Classification Review Program
 RESPONSIBLE OFFICER:
 SIGNIFICANT FUNDING AMOUNT: \$ FY 85
 DATE SUBMITTED: 12 October 1984

0 = Submitted
 X = Actual

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Activities Planned	Quarter 1			Quarter 2			Quarter 3			Quarter 4			
	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	
Prepare detailed plan for a selective historical review program and implement			X			X			0			0	
Further develop proposal for centralized classification review									0				
Expand RIMS data base and test system									0				
Update guidelines for reviewing summaries of Agency employment and contribute to updating 									0				

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